



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MAINTENANCE MECHANIC III (Fund 117)
3	Posting Number	PN# 109236
4	Department	Building Services Department
5	Division	Design and Construction
6	Section	Carpenter Section
7	Reporting Location	1205 Dart*
8	Workdays & Hours	M – F 6:00 a.m. – 2:30 p.m.*
		* Subject to change

- 9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Prepares and coordinates the development, construction, repair, and maintenance of structures composed of wood and wood substitute material while adhering to required codes, ordinances and specifications. Coordinates and performs general carpentry activities such as the design, construction, installation, repair and renovation of furnishings, cabinetry, doors, windows, containers, crates, flooring, building additions, panels, glass, etc. Reviews and implements work orders. Inspects work sites to determine materials, equipment and estimated costs for projects. Measures and calculates projects to determine accuracy of design. Procures parts and supplies for special and routine projects and operations. Must be willing to be “on call” nights and weekends.
- 10 **WORKING CONDITIONS**
The position involves considerable physical exertion, such as regular climbing of ladders, lifting heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.
- 11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocation competence in the operation of mechanical or electronic equipment may be required.
- 12 **MINIMUM EXPERIENCE REQUIREMENTS**
One (1) year of experience in building or mechanical maintenance is required.
- 13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas driver’s license and compliance with the City of Houston’s policy on driving (AP 2-2).
- 14 **PREFERENCES**
Preferences will be given to applicants with experience in new construction, remodeling, and carpentry.
- 15 **SELECTION/SKILLS TESTS REQUIRED**
None
- 16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 14
\$861 - \$1,559 Biweekly \$22,386 - \$40,534
- 18 **OPENING DATE** March 1, 2006
- 19 **CLOSING DATE** Open Until Filled
- 20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer